

XXII CalATERS Interface

TABLE OF CONTENTS

Section	Page
Introduction	XXII-2
Overview Of Accounting Processes Without And With CalATERS	XXII-2
Overview of Interfaces	XXII-6
Processing Schedule for Interfaces	XXII-7
CALSTARS Table Maintenance for CalATERS Interfaces	XXII-9
Daily Processing Functions	XXII-11
Travel Advance Forms	XXII-11
Checkwriter Issued Travel Advance Check Batches	XXII-12
Manually Issued Travel Advance Check Batches	XXII-16
ORF Check Data to CalATERS	XXII-19
Manual Travel Advances (System Administration)	XXII-21
Repayment of Travel Advances by Employees	XXII-22
Outstanding Travel Advances in CALSTARS at Year-End Close	XXII-23
Expense Reimbursement Forms	XXII-23
Accounting Office Review and Approval of ER Forms	XXII-23
Travel Advance Recovery	XXII-25
Payment of Expense Reimbursements	XXII-25
Record Expense Reimbursements in CALSTARS	XXII-26
Record Recovery of Travel Advances	XXII-29
Record Deposit of ORF Reimbursement Warrants	XXII-29
Rejected CalATERS to ORF Interface Data Report	XXII-32

INTRODUCTION

This chapter provides instructions to CALSTARS departments that use the California Automated Travel Expense Reimbursement System (CalATERS). CalATERS is a web-based application that allows State employees and non-State employees to process travel advance and expense reimbursement forms online via the Internet or Intranet. CalATERS is a system designed and maintained by the State Controller's Office. Departments interested in using CalATERS should contact the State Controller's Office to schedule implementation. For more information about CalATERS, go to the CalATERS website at www.calaters.ca.gov.

This chapter contains instructions for agencies that use the CALSTARS Office Revolving Fund (ORF), Fund 0998. Agencies that maintain the ORF account outside of CALSTARS must adapt the travel advance and recovery procedures to meet the individual needs of their systems. These agencies must also work directly with CalATERS staff to develop the CalATERS to ORF and the ORF to CalATERS Interfaces. The Expense Reimbursement procedures are applicable to all agencies.

OVERVIEW OF ACCOUNTING PROCESSES WITHOUT AND WITH CalATERS

The chart in Exhibit XXII-1 shows typical travel advance and travel expense reimbursement functions performed by agency Accounting Offices. For each function there is a description of the normal CALSTARS process and a description of how the same function is accomplished by agencies using CalATERS. The remainder of this chapter describes the CalATERS processes in greater detail.

Exhibit XXII-1

Function	CALSTARS Without CalATERS	CALSTARS With CalATERS
Travel Advance Form	Employee completes a paper copy travel advance request form. When the travel advance is approved by the supervisor, it is forwarded to the Accounting Office (AO) for payment.	Employee completes an electronic travel advance form via CalATERS. The travel advance form is electronically routed to the supervisor for approval. The approved travel advance form is electronically routed to the Accounting Office (AO) for payment.
Travel Advance Payments (Automated Check)	The AO approves the travel advance form and prepares/keys a TC 423. The TC 423 generates an ORF check using Checkwriter and records the travel advance in ORF.	The AO electronically approves the travel advance form and answers "No" to the prompted question: "Produce ORF Check Manually?" CalATERS routes this information to CALSTARS via the CalATERS to ORF Interface. CALSTARS uses the Interface data to generate a TC 423. CALSTARS loads the TC 423 to the online system for review and release by the AO. When released, the TC 423 generates an ORF check using Checkwriter and records the travel advance in ORF. The AO follows normal Checkwriter procedures. Once the check is issued, the ORF check data is automatically transmitted from CALSTARS to CalATERS via the ORF to CalATERS Interface.
Travel Advance Payments (Manual Check)	The AO manually types an ORF check and prepares/keys a TC 278. The TC 278 records the travel advance in ORF.	The AO electronically approves the travel advance form and answers "Yes" to the prompted question: "Produce ORF Check Manually?" The AO manually types an ORF check. CalATERS forwards the travel advance form information to CALSTARS via the CalATERS to ORF Interface. CALSTARS uses the Interface data to generate a TC 278. CALSTARS loads the TC 278 to the online system for review and release by the AO. The AO must complete required fields and release the batch. When released, the TC 278 records the travel advance in ORF. Once the check is issued, the ORF check data is automatically transmitted to CalATERS via the ORF to CalATERS Interface.

Exhibit XXII-1 (Continued)

Function	CALSTARS Without CalATERS	CALSTARS With CalATERS
Travel Expense Claims	Employee completes a paper copy of Travel Expense Claim (TEC). When the TEC is approved by the supervisor, it is forwarded to the AO for payment.	Employee completes an electronic expense reimbursement (ER) form via CalATERS. The ER is electronically forwarded to the supervisor for approval. The approved ER is electronically forwarded to the AO for payment.
Payment of Travel Expense Claims	<p>The AO audits the TEC. The AO determines if there is an outstanding travel advance and then subtracts the amount from the TEC. The result is the balance due to the employee. This balance due is paid to the employee from the ORF. This ORF payment is sometimes referred to as a "TEC advance."</p> <p><u>Automated Check:</u> If a travel advance is being liquidated, the AO prepares/keys a TC 431 for the balance due to the employee. If a travel advance is not being liquidated, the AO prepares/keys a TC 423 for the full amount of the TEC. The TC 431 or TC 423 generates an ORF check using Checkwriter and records the "TEC advance" in ORF.</p> <p><u>Manual Check:</u> If a travel advance is being liquidated, the AO prepares/keys a TC 235 for the balance due to the employee. If a travel advance is not being liquidated, the AO prepares/keys a TC 278 for the full amount of the TEC. The TC 235 or TC 278 records the "TEC advance" in ORF. The AO manually types an ORF check.</p>	<p>The AO audits the electronic ER.</p> <p>CalATERS will attempt to recover all outstanding travel advances, beginning with the oldest. The AO has the option of rescheduling the amount to be recovered. The SCO issues a warrant for the amount that is liquidated to reimburse the outstanding travel advance in ORF. The SCO mails this warrant to the AO. The AO deposits this SCO warrant in the ORF.</p> <p>CalATERS calculates the balance due to the employee. The balance due is the total ER less any liquidated travel advance. A SCO warrant is issued to the employee for the balance due. The warrant is either mailed directly to the employee or deposited in the employee's payroll direct deposit account. (This SCO warrant replaces the "TEC advance" described in the CALSTARS Without CalATERS column).</p>

Exhibit XXII-1 (Continued)

Function	CALSTARS Without CalATERS	CALSTARS With CalATERS
Recover Travel Advances	The AO prepares/keys a TC 279. The TC 279 records the liquidation of the ORF advance and establishes a Due From Other Funds. The TC 279 equals the full TEC amount.	<p>CALSTARS receives the travel advance reimbursement information ^{1/} via the CalATERS to ORF Interface. CALSTARS uses the Interface data to generate a TC 279. The TC 279 records the reimbursement of the travel advance in ORF. CALSTARS loads the TC 279 to the online system for review and release by the AO.</p> <p>^{1/} This reimbursement information includes the ORF check data that was transmitted from CALSTARS to CalATERS via the ORF to CalATERS Interface.</p>
Record travel expense in CALSTARS	The AO prepares/keys TC 231 (auto claim schedule) or TC 240 (manual claim schedule) transactions for the full amount of the TEC. These transactions record the travel expense in CALSTARS and create a claim schedule payable from the appropriation account to the ORF.	<p>CALSTARS receives the travel expense information via the CalATERS to Department Accounting Interface. CALSTARS uses the Interface data to generate TC 242's. The TC 242's record the travel expense in CALSTARS. These TC 242's are loaded to the online system for review and release by the AO.</p> <p>When the SCO reimbursed the travel expenses (see description in the Payment of Travel Expense Claims item above), one or two warrants were issued. These warrants were charged against the agency's appropriation and recorded in the SCO Fiscal System with a journal entry numbered TERnnnnn. This TERnnnnn is used to record the TC 242's in CALSTARS.</p>
Record Deposit of ORF Reimbursement Warrant	The AO receives a SCO warrant payable to ORF in the amount of the claim schedule. The AO prepares/keys a TC 178 to record deposit of the SCO warrant in the ORF.	The AO receives a SCO warrant payable to the ORF in the amount of the recovered advances. The AO prepares/keys a TC 178 to record deposit of the SCO warrant in the ORF. (CALSTARS does not generate this entry for the agency).

OVERVIEW OF INTERFACES

The interfaces between CalATERS and CALSTARS are designed to reduce workload for agencies by:

- ✧ Eliminating the need to repetitively key the same information into both systems;
- ✧ Generating accounting transactions in CALSTARS from coding data keyed into CalATERS; and
- ✧ Making travel advances issued by CALSTARS ORF available for selection and liquidation when the Accounting Office processes travel claims.

The following is a brief description of each of the interfaces:

CalATERS to ORF Interface - The CalATERS to ORF Interface transmits information for activities performed in CalATERS during the prior day. These activities include new travel advances that are ready to be issued and travel advances recovered from expense reimbursement forms. CALSTARS uses this information to generate transactions. The transactions are generated, batched, and loaded to the online system for agency review and release. In addition, reports that show this activity are loaded to ROPES for printing by the agency. If no data for an agency is received, no transactions are generated and no reports are created.

ORF to CalATERS Interface - Agencies issue ORF checks for travel advances requested through CalATERS. CALSTARS transmits this check information to CalATERS. In addition, a report that shows this activity is loaded to ROPES for printing by the agency. CalATERS adds this information to the travel advance records. Once this information is added, the travel advance becomes available for liquidation in CalATERS. This check information is eventually sent back to CALSTARS when the travel advance is liquidated, where it is then used to generate the accounting transaction to record liquidation.

CalATERS to Department Accounting Interface - The CalATERS to Department Accounting Interface transmits coding information from expense reimbursement forms approved in CalATERS. CALSTARS uses this information to generate transactions. The transactions are generated, batched, and loaded to the online system for agency review and release. In addition, reports that show this activity are loaded to ROPES for printing by the agency. If no data for an agency is received, no transactions are generated and no reports are created.

Each of these Interfaces are discussed in more detail in the following pages. In addition, processes that are not part of the Interfaces are also discussed.

PROCESSING SCHEDULE FOR INTERFACES

Exhibit XXII-2 shows the timing of Travel Advances and Expense Reimbursements as they flow through the Interfaces. This schedule may be used as a general guide to determine the length of time required to process Travel Advances and Expense Reimbursements.

Exhibit XXII-2
Processing Schedule For Interfaces

Accounting Office Receives Travel Advances for Approval

		CalATERS Activities	CALSTARS Activities
Day 1	7:00 AM - 5:10 PM	Accounting Office (AO) approves travel advance forms (TAs).	
	5:10 PM - 6:30 PM	CalATERS processes the day's approved TAs and creates CalATERS to ORF Interface file.	
Day 2	6:00 AM		CALSTARS gets CalATERS to ORF Interface file and uses it to create TC 423/278 batches.
	6:00 AM - 6:00 PM		Accounting Office (AO) releases TC 423/278 batches and produces ORF checks.
	6:00 PM - 8:00 PM		CALSTARS runs nightly batch processes and creates ORF to CalATERS Interface file.
	9:00 PM	CalATERS gets ORF to CalATERS Interface file.	
Day 3	7:00 AM	CalATERS updates TA records with ORF check data. TAs become available for recovery.	

Accounting Office Receives Expense Reimbursement for Approval

Day 1	7:00 AM - 5:10 PM	AO approves Expense Reimbursements (ER) and recovers TAs.	
	5:10 PM - 6:30 PM	CalATERS processes the day's approved ERs and TA recoveries. CalATERS sends ER and TA recovery data to SCO Fiscal System for payment.	
Day 2	10:30 AM	SCO Fiscal System processes approved ERs and TA recoveries. Verify fund availability (48 hour waiting period begins).	
Day 4	10:40 AM	SCO Fiscal System issues warrants to employee/ORF and charges agency's appropriation.	
Day 5	8:15 AM	SCO Fiscal System sends payment data to CalATERS.	
	5:20 PM	CalATERS creates CalATERS to Department Accounting Interface (expenditure data) and CalATERS to ORF Interface (recovery data) files.	
Day 6	6:00 AM		CALSTARS gets CalATERS to Department Accounting Interface and uses it to create TC 242 batches (expenditures).
			CALSTARS gets CalATERS to ORF Interface file and uses it to create TC 279 batches (TA recovery).
	6:00 AM - 6:00 PM		AO releases TC 242 and 279 batches
	6:00 PM		CALSTARS runs nightly batch process

CALSTARS TABLE MAINTENANCE FOR CalATERS INTERFACES

The following describes the CALSTARS table maintenance that is required to make the Interfaces work efficiently. The Organization Control and D23 Fund Detail Descriptor Tables should require maintenance only once. The Vendor Edit Table requires ongoing maintenance.

Organizational Control Table

CALSTARS uses the travel advance information received from the CalATERS to ORF Interface to generate transactions. These transactions are batched and loaded to the online system for review and release by the agency. The CALATERS-ORF indicator in the OC Table controls how CALSTARS batches these generated transactions. (This indicator has no effect on the CalATERS to Department Accounting Interface, which is automatically run for all CALSTARS agencies.) This indicator must be set in the **current year** OC Table. The options are:

- Y** - Generate travel advance and travel advance liquidation transactions. Do not create separate batches for each Index Code. This is the normal setting for most agencies that maintain the ORF in CALSTARS.
- I** - Generate travel advance and travel advance liquidation transactions. Create separate batches for each Index Code. Agencies that use Index Code in the ORF may choose this option to segregate checks for processing at multiple locations or to meet specific needs.
- N** - Do not create transactions from CalATERS data. This is the normal setting for agencies that do not maintain ORF in CALSTARS. This setting turns off the CalATERS to ORF and the ORF to CalATERS Interfaces.

D23 Fund Detail Descriptor Table

Agencies that maintain ORF in CALSTARS use TC 279's to record the liquidation of travel advances. Agencies have the option of using a single Vendor Number/Suffix for all TC 279's or using the Vendor Number/Suffix from the original advance. Either way, CALSTARS posts the liquidation transaction to the Vendor Payment File using the Vendor Number/Suffix from the original advance.

Agencies that code TC 279's with the Vendor Number/Suffix from the original advance do not need to perform D23 table maintenance.

Agencies that use a single Vendor Number/Suffix for all TC 279's must supply this number to CALSTARS. There is no way for agencies to provide this Vendor Number/Suffix through CalATERS. Therefore, CALSTARS has defined part of the Reference Data field of the D23 Table to allow agencies to specify the Vendor Number/Suffix to be used. For additional information about table

maintenance for the D23 Descriptor Table, see CPM Volume 2, Chapter IV-DT, page IV-DT-9.

Every approved travel advance form in CalATERS contains a completed field labeled "ORF ID." This field is discussed in greater detail in the Travel Advance section. The third and fourth characters of the ORF ID field contain the CALSTARS ORF Fund Detail that will be used to post the advance. Most agencies do not use Fund Detail in ORF. For these agencies, the last two characters of the ORF ID is "00."

When CALSTARS builds TC 279's from the information provided by the CalATERS to ORF Interface, CALSTARS looks at the last two characters of the ORF ID to determine the Fund Detail. CALSTARS then looks in the D23 Table to determine if the agency has supplied a Vendor Number/Suffix in the Reference Data area. If a Vendor Number/Suffix is found in the D23 Table, the Vendor Number/Suffix is used in the TC 279 transaction. Otherwise, the Vendor Number/Suffix of the original travel advance is used in the TC 279 transaction.

When the last two characters of the ORF ID are "00," a dummy Fund Detail must be established because CALSTARS does not allow Fund Detail "00" to be established. Agencies must establish this dummy Fund Detail record with the key 0998ZZ, which will contain the single Vendor Number/Suffix that will be used for all TC 279's.

If the agency does not code the Vendor Number/Suffix in the D23 Descriptor Table, CALSTARS will default to the Vendor Number/Suffix of the original advance.

Vendor Edit Table

In CALSTARS the Vendor Payment File tracks payments by Vendor Number/Suffix. CALSTARS Vendor Numbers are not maintained in CalATERS. To populate this field in the transactions built from CalATERS Interfaces, CALSTARS must have a way to look up the appropriate Vendor Number. This is done by using the Social Security Number (SSN) stored in the employee profiles maintained in CalATERS.

CalATERS records transmitted to CALSTARS via the Interface contain the employee's SSN. CALSTARS uses this SSN to query the SSN field of Vendor Type 1 and I records of the Vendor Edit Table for a match. If a match is found, the Vendor Number/Suffix of the matched record is used in the transaction. (If there are multiple Vendor Number/Suffix records with the same SSN, the first Vendor Number/Suffix found is used.) If a match is not found when building TC 278, 279 and 423 transactions, the Vendor Number/Suffix field is left blank. If a match is not found when building TC 242 transactions (which do not require Vendor Number/Suffix), the Vendor Number/Suffix field is filled with 'CALATERSVN-00'. Do not establish CALATERSVN-00 in the VE Table. This will cause the transaction to post to the Error File, where it can be corrected by using a valid Vendor Number/Suffix.

DAILY PROCESSING FUNCTIONS

The following section describes the normal processing functions agencies perform when using CalATERS. These functions are considerably different than processing performed without CalATERS. Refer back to Exhibit XXII-1 for the chart that shows how the various functions are performed without and with CalATERS.

Generally speaking, these procedures do not explain the use of the CalATERS screens. The SCO's web site (www.calaters.ca.gov) contains complete documentation about the use of the CalATERS screens.

Travel Advance Forms

Employees complete the electronic travel advance form in CalATERS. The travel advance form is electronically routed to the supervisor for approval. The travel advance is then electronically routed to the AO for review, completion and approval.

Part of the Accounting Office's review, completion and approval process is to ensure that the coding required by CALSTARS to generate transactions is complete. The Accounting Office must complete several fields on the Check Delivery Option tab. CalATERS data fields used by CALSTARS are:

Produce ORF Check Manually? - Part of the Accounting Office's approval process is to specify how the Accounting Office will prepare the check. To do this, answer the question: "Produce ORF Check Manually?" If No is selected, a transaction code of "T" is assigned to the record. This causes a TC 423 entry to be generated to record an automated travel advance. If Yes is selected, a transaction code of "M" is assigned to the record. This causes a TC 278 entry to be generated to record a manual travel advance.

Index - (Optional) Enter Index Code used in CALSTARS ORF (Index Code is not commonly used in ORF).

FFY - Enter the 4-digit FFY in which the travel will occur.

Agency Name - The available Agency Names are provided on a drop-down menu. Since most accounting offices perform accounting for only one Organization Code, only one name will appear. Agencies that perform accounting for multiple Organization Codes select from multiple names.

ORF ID - Once the Agency Name is selected, select the ORF ID from the agency's available choices in the ORF ID drop down box. The last two digits of the ORF ID are the CALSTARS ORF Fund Detail. For agencies that do not use Fund Detail in ORF, the last two digits are "00." Since "00" is not a valid Fund Detail in CALSTARS, the interface program converts "00" to blanks and therefore it does not appear in the generated transactions.

Amount - The amount of the travel advance. This is used as the Transaction Amount in the generated transaction.

TA ID - (Assigned by CalATERS) The unique CalATERS reference number assigned to the travel advance form. In the generated travel advance transactions, the Invoice and Multipurpose fields contain the TA ID. The reference number is displayed on the work queue.

SSN - (From the Employee Profile) The employee's Social Security Number is stored in the CalATERS User Profile and transmitted to CALSTARS with each record in the Interface. It is used to lookup the employee's CALSTARS Vendor Number. See the CALSTARS Table Maintenance for CalATERS Interface, Vendor Edit Table, section above for more information. Note: SSN is not displayed on the travel advance form.

If the travel advance check will be issued manually (not using the Checkwriter Subsystem), the Accounting Office may type and distribute the check as soon as the travel advance form is approved. Do not record issuance of check in CALSTARS. The following morning, the CalATERS to ORF Interface transmits information from approved travel advance forms to CALSTARS. CALSTARS uses this information to build accounting transactions. The transactions are batched and loaded to the online system for review and release by the Accounting Office. CALSTARS loads activity reports to ROPES for printing by the agency. These reports assist in the review of the batches loaded to the online system.

The processing is very different for Checkwriter vs. manual check batches. The following describes each process.

Checkwriter Issued Travel Advance Check Batches

CALSTARS generates batches that contain TC 423 transactions for checks to be printed on the Checkwriter Subsystem. These batches are assigned Batch Type **XB**. The CalATERS-ORF Indicator in the OC Table determines how transactions are grouped by batch. If the CalATERS-ORF Indicator = **Y**, CALSTARS creates a separate batch for each FFY and Fund Detail combination. If the CalATERS-ORF Indicator = **I**, CALSTARS creates a separate batch for each FFY, Fund Detail and Index.

To assist with the review of these batches, CALSTARS produces the following two reports. These reports are loaded to the agency's "ATER" ROPES Queue at the same time the batches are loaded to the online system.

CSBA30-1, Generated TC 423 Transactions From CalATERS (Exhibit XXII-3)
(Lists all generated TC 423 transactions for the day.)

CSBA30-2, Generated TC 423 Transactions With Errors Summary (Exhibit XXII-4)
(Summary report that shows only those transactions with errors and shows the total number of batches and records.)

Agencies should review these reports. If errors are present, the affected transactions must be corrected before the batches can be released. Once the batches are released, they are available for further processing through the Checkwriter Subsystem. See CPM Volume 1, Chapter XIV, Checkwriter Subsystem, starting with the Printing Checks section on page XIV-7, for specific instructions.

WARNING: The Checkwriter Subsystem automatically populates the Current Document Number/Suffix field of each transaction with the corresponding 9-digit check number followed by '0'. Do not override this feature by keying an agency defined number. Later, when the advance is liquidated, CALSTARS will build a TC 279 with the Reference Document/Suffix based on the check number.

Refer to the subsequent section, ORF Check Data To CalATERS, for a description of how the ORF check data is transmitted to CalATERS.

Exhibit XXII-3

CSBA30-1 (DEST: A1 AQL1) *****
 CALSTARS DEPARTMENT OF AIR QUALITY *****
 04/23/2003 (06:00) *****
 REPORT GENERATED TC423 TRANSACTIONS FROM CALATERS
 ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

----- BATCH ID -----				FUND		TA ID		INDX	VENDOR-SFX	TRANS AMOUNT	ERROR MESSAGE(S)	
DATE	TYPE	NBR	FM	SEQ	FFY	DTL						
04-23-2003	XB	001	10	00001	2002	06	TAF000000107		EMPL002131-00	1,000.00		
				00002	2002	06	TAF000000206			1,500.00	N51-CANT FIND VENDOR NBR	
				00003	2002	06	TAF000000265		EMPL002132-00	600.00		
				00004	2002	06	TAF000000298		EMPL023556-00	300.00		
				00005	2002	06	TAF000000315		EMPL000364-00	2,010.00		
				00006	2002	06	TAF000000317		EMPL003768-00	1,560.00		
				00007	2002	06	TAF000000325		EMPL000765-00	700.00		
				00008	2002	06	TAF000000344		EMPL000095-00	750.00		
TOTALS FOR BATCH: 04-23-2003 XB 001 BATCH COUNT:										8	BATCH AMOUNT:	8,420.00
04-23-2003	XB	002	10	00001	2002	AA	TAF000000207		EMPL000345-00	800.00	E46-OPT FD NOT IN D23	
				00002	2002	AA	TAF000000307			900.00	E46-OPT FD NOT IN D23	
				00003	2002	AA	TAF000000417			700.00	N51-CANT FIND VENDOR NBR	
TOTALS FOR BATCH: 04-23-2003 XB 002 BATCH COUNT:										3	BATCH AMOUNT:	2,400.00

 NOTE: ALL ERRORS MUST BE CORRECTED ON THESE AUTOMATED CHECK BATCHES BEFORE THEY CAN BE RELEASED.

Exhibit XXII-4

CSBA30-2 (DEST: A1 AQL1) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS GENERATED TC423 TRANSACTIONS WITH ERRORS SUMMARY REPORT ORG PAGE: 1
 04/23/2003 (06:00) ***** RUN PAGE: 1

----- BATCH ID -----					
DATE	TYPE	NBR	FM	SEQ	ERROR MESSAGE(S)
-----	--	---	--	-----	-----
04-23-2003	XB	001	10	2	N51-CANT FIND VENDOR NBR
04-23-2003	XB	002	10	1	E46-OPT FD NOT IN D23
				2	E46-OPT FD NOT IN D23 N51-CANT FIND VENDOR NBR
				3	E46-OPT FD NOT IN D23 N51-CANT FIND VENDOR NBR

TOTAL BATCHES: 2 TOTAL RECORDS: 11

 NOTE: ALL ERRORS MUST BE CORRECTED ON THESE AUTOMATED CHECK BATCHES BEFORE THEY CAN BE RELEASED.

Manually Issued Travel Advance Check Batches

CALSTARS generates batches that contain TC 278 transactions for checks that are typed manually. These batches are assigned Batch Type **XD**. The CalATERS-ORF Indicator in the OC Table determines how transactions are grouped by batch. If the CalATERS-ORF Indicator = **Y**, CALSTARS creates a separate batch for each FFY and Fund Detail combination. If the CalATERS-ORF Indicator = **I**, CALSTARS creates a separate batch for each FFY, Fund Detail and Index.

To assist with the review of these batches, CALSTARS produces the following two reports. These reports are loaded to the agency's "ATER" ROPES Queue at the same time the batches are loaded to the online system.

CSBA50-1, Generated TC 278 Transactions From CalATERS (Exhibit XXII-5)
(Lists all generated TC 278 transactions for the day.)

CSBA50-2, Generated TC 278 Transactions With Errors Summary (Exhibit XXII-6)
(Summary report that shows only those transactions with errors and shows the total number of batches and records.)

Agencies should review these reports. These batches cannot be released until the ORF Check Number and Due Date are added to each transaction. After adding the ORF Check Number and Due Date, the Current Document Number/Suffix should be added and any errors shown on the CSBA50-1 and CSBA50-2 reports should be corrected online before the batches are released.

WARNING: The Current Document Number/Suffix field of each transaction must be coded with the corresponding 9-digit check number followed by '0'. Do not use a hyphen. Do not use an agency defined number. Later, when the advance is liquidated, CALSTARS will build a TC 279 with the Reference Document/Suffix based on the check number.

Refer to the next section, ORF Check Data To CalATERS, for a description of how the ORF check data is transmitted to CalATERS.

Exhibit XXII-5

CSBA50-1 (DEST: A1 AQL1) *****
 CALSTARS DEPARTMENT OF AIR QUALITY
 GENERATED TC278 TRANSACTIONS FROM CALATERS REPORT
 04/23/2003 (06:00) *****
 ***** ORG NUMBER: 9990
 ***** ORG PAGE: 1
 ***** RUN PAGE: 1

----- BATCH ID -----				FUND		TA ID		INDX	VENDOR-SFX	TRANS AMOUNT	ERROR MESSAGE(S)
DATE	TYPE	NBR	FM	SEQ	FFY	DTL					
04-23-2003	XD	001	10	1	2002	06	TAF000000107		EMPL000012 00	600.00	
				2	2002	06	TAF000000206			700.00	N51-CANT FIND VENDOR NBR
				3	2002	06	TAF000000265		EMPL000018 00	300.00	
				4	2002	06	TAF000000298		EMPL000213 00	400.00	
				5	2002	06	TAF000000315		EMPL000021 00	1,060.00	
				6	2002	06	TAF000000317		EMPL000017 00	940.00	
				7	2002	06	TAF000000325		EMPL000213 00	750.00	
				8	2002	06	TAF000000344		EMPL000321 00	1,250.00	
TOTALS FOR BATCH: 04-23-2003 XD 001 BATCH COUNT: 8 BATCH AMOUNT:										6,000.00	
04-23-2003	XD	002	10	1	2002	AA	TAF000000207			750.00	E46-OPT FD NOT IN D23
				2	2002	AA	TAF000000307			250.00	N51-CANT FIND VENDOR NBR
				3	2002	AA	TAF000000417			500.00	E46-OPT FD NOT IN D23
TOTALS FOR BATCH: 04-23-2003 XD 002 BATCH COUNT: 3 BATCH AMOUNT:										1,500.00	N51-CANT FIND VENDOR NBR

 NOTE: ADD THE ORF CHECK NUMBER, DUE DATE AND CURRENT DOCUMENT NUMBER/SUFFIX TO ALL TRANSACTIONS. BATCHES CANNOT BE RELEASED
 UNTIL ORF CHECK NUMBER AND DUE DATE ARE ADDED ONLINE TO EACH TRANSACTION. IF CUR DOC/SFX AND ANY ERRORS SHOWN ABOVE
 ARE NOT ADDED/CORRECTED ONLINE, TRANSACTIONS MUST BE FORCED(F10) BEFORE THE BATCHES CAN BE RELEASED.

Exhibit XXII-6

CSBA50-2 (DEST: A1 AQL1) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS GENERATED TC278 TRANSACTIONS WITH ERRORS SUMMARY REPORT ORG PAGE: 1
 04/23/2003 (06:00) ***** RUN PAGE: 1

----- BATCH ID -----					
DATE	TYPE	NBR	FM	SEQ	ERROR MESSAGE(S)
-----	--	---	--	-----	-----
04-23-2003	XD	001	10	2	N51-CANT FIND VENDOR NBR
04-23-2003	XD	002	10	1	E46-OPT FD NOT IN D23 N51-CANT FIND VENDOR NBR
				2	E46-OPT FD NOT IN D23 N51-CANT FIND VENDOR NBR
				3	E46-OPT FD NOT IN D23 N51-CANT FIND VENDOR NBR

TOTAL BATCHES: 2 TOTAL RECORDS: 11

 NOTE: ADD THE ORF CHECK NUMBER, DUE DATE AND CURRENT DOCUMENT NUMBER/SUFFIX TO ALL TRANSACTIONS. BATCHES CANNOT BE RELEASED
 UNTIL ORF CHECK NUMBER AND DUE DATE ARE ADDED ONLINE TO EACH TRANSACTION. IF CUR DOC/SFX AND ANY ERRORS SHOWN ABOVE
 ARE NOT ADDED/CORRECTED ONLINE, TRANSACTIONS MUST BE FORCED(F10) BEFORE THE BATCHES CAN BE RELEASED.

ORF Check Data to CalATERS

Later the same day, the normal CALSTARS nightly batch processes are run. Part of the nightly process is to record these transactions in the CALSTARS History File. Once the nightly History File is created, CALSTARS extracts check number, check issue date, and TA ID information from the History File. This information is selected from all History File records that contain transaction code 423 (and 278 as explained in the next section) and have TAFnnnnnnnn in the Multipurpose field.

To inform agencies that this ORF check information has been transmitted to CalATERS, CALSTARS produces the following report. This report is loaded to the agency's "ATER" ROPES Queue.

CSBA60-1, Generate ORF To CalATERS Interface Records (Exhibit XXII-7)
(Lists all ORF check data transmitted to CalATERS for the day.)

The following morning, CalATERS adds the check number and issue date from the Interface to the appropriate travel advance record using the TA ID. Once this is complete, the travel advance becomes available for liquidation in CalATERS. The travel advance liquidation process is discussed later in this chapter.

Exhibit XXII-7

CSBA60-1 9990 (DEST: A1 AQL1) *****
 CALSTARS DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 GENERATE ORF TO CALATERS INTERFACE RECORDS REPORT ORG PAGE: 1
 04/23/2003 (19:20) ***** RUN PAGE: 1

CALATERS TA-ID	CHECK NUMBER	TRANS AMOUNT	DUE DATE	ORF ID	FM	DATE	TYPE	NBR	SEQ	D	TC	FFY	VENDOR-SFX
TAF000000675	069053577	500.00	04-23-2003	AQ00	10	04-23-2003	XB	001	1		423	2002	EMPL000378-00
TAF000000688	069053583	400.00	04-23-2003	AQ00	10	04-23-2003	XB	001	2		423	2002	EMPL000425-00
TAF000000765	069053594	350.00	04-23-2003	AQ00	10	04-23-2003	XD	001	1		278	2002	EMPL000211-00
TAF000000766	069053603	200.00	04-23-2003	AQ00	10	04-23-2003	XD	001	2		278	2002	EMPL000321-00
TAF000000769	069053605	600.00	04-23-2003	AQ00	10	04-23-2003	XD	001	3		278	2002	EMPL000079-00

Manual Travel Advances (System Administration)

Manual travel advances are travel advances processed on a paper form instead of using the CalATERS travel advance form. There are two times when this may occur:

- ✪ When departments first begin using CalATERS, there may be pre-existing outstanding travel advances that were issued using the old paper form process. In order for CalATERS to recover these outstanding travel advances on expense reimbursement forms, they have to be manually loaded into CalATERS via System Administration.
- ✪ When an employee needs a travel advance processed faster than it can be processed using CalATERS, an emergency manual travel advance must be issued. This may occur when access to CalATERS is not available to the employee (e.g., employee's terminal is down or whole system is down).

These advances must be recorded in CalATERS so they will be available for recovery when the employee submits the expense reimbursement form.

Recording Manual Travel Advances in CalATERS

Pre-existing outstanding travel advances and emergency manual travel advances are entered in the same manner in CalATERS. To record manual travel advances in CalATERS, the Accounting Office must manually key the travel advance information (including the check number and check issue date) in CalATERS using the System Administration feature. Access to CalATERS System Administration requires special authorization requested by the agency and assigned by the SCO. Manual travel advances are not included in the CalATERS to ORF Interface.

NOTE: The check number recorded in CalATERS must include all nine digits (3-digit account number followed by the 6-digit check number). Do not use a hyphen or a space between the 3-digit account number and the 6-digit check number.

Recording Manual Travel Advances in CALSTARS

Manual travel advances entered via CalATERS System Administration are not included in the CalATERS to ORF Interface. They must be manually entered in CALSTARS as described below.

Pre-existing outstanding travel advances of employees new to CalATERS are already recorded in CALSTARS. **No action is required.**

NOTE: After these outstanding travel advances are recovered in CalATERS, the CalATERS to ORF Interface will generate transactions to record the recovery. The Reference Document Number/Suffix of generated transactions is the ORF check number followed by '0'. If the agency recorded the original advance with a different Document Number/Suffix, the generated transaction will post to the Error File. Agencies may reduce the number of these

errors by changing the numbering convention for travel advance documents during the early planning stages of the CalATERS implementation.

Emergency manual travel advances must be manually recorded in CALSTARS:

- ✪ To issue an emergency manual travel advance through the Checkwriter Subsystem, the Accounting Office must manually key a TC 423 transaction to issue the check. Do not enter a Current Document Number/Suffix. The Checkwriter Subsystem will automatically assign the correct number.
- ✪ To issue an emergency manual travel advance with a typed check, the Accounting Office must type the check and manually key a TC 278 transaction to record the issuance of the check. The Current Document Number/Suffix must be the 9-digit check number followed by '0'.

Repayment of Travel Advances by Employees

Occasionally, employees receive excess travel advances. This may occur if the intended travel is cancelled or the travel costs were less than anticipated. These repayments must be recorded in CalATERS so they will not be available for recovery when the employee submits an expense reimbursement form in CalATERS. They must also be recorded in CALSTARS.

Recording Repayments in CALSTARS

Travel advance repayments are not included in the CalATERS to ORF Interface. They must be manually entered in CALSTARS. The repayment of a travel advance is posted using TC 186. This is a normal CALSTARS process that occurs with or without CalATERS.

Recording Repayments in CalATERS

Travel advance repayments are recorded in CalATERS using the System Administration feature. Access to CalATERS System Administration requires special authorization requested by the agency and assigned by the SCO. Travel advance repayments are not included in the CalATERS to ORF Interface. They must be manually entered in CALSTARS as described above.

NOTE: The CalATERS screen used to record repayments is designed to record returned travel advance checks. There is no provision for specifying an amount other than the outstanding balance of the advance. A repayment cannot be posted unless it is the same amount as the outstanding balance of the travel advance. Therefore, it may be necessary to first process the expense reimbursement form and recover part of the advance. Then the remaining balance of the advance can be liquidated by the repayment.

Outstanding Travel Advances in CALSTARS at Year-End Close

In CalATERS, travel advances are recorded using the FFY in which the travel will occur. These advances are recorded in the CALSTARS Document File with the same FFY. If a travel advance issued in the prior FFY is outstanding when the agency runs the Year-End Close (YEC) process, the FFY in the Document File may be incremented to the new year FFY. This occurs at agencies that use a YEC feature that increments the FFY of ORF Document File records to the new FFY. (See CPM Volume 7, Chapter VI, Page VI-3, for more information about this process).

Agencies that increment ORF Document File records during YEC may subsequently encounter Document File No Match errors. This is because the CalATERS to ORF Interface generates the TC 279 to record the liquidation of the advance based on the original FFY in CalATERS. When attempting to post the transaction, CALSTARS will not be able to find the Document File record because it will have the new year FFY. A 'F71-DF File No Match' error will be issued. The agency must change the FFY of the TC 279 to resolve the error. For more information about generated travel advance liquidation transactions, see the Record Recovery of Travel Advances section later in this chapter.

Expense Reimbursement Form

Employees complete the electronic expense reimbursement (ER) form via CalATERS. The ER is electronically routed to the supervisor for approval. The ER is then electronically routed to the Accounting Office for review and approval.

Accounting Office Review and Approval of Expense Reimbursement Forms

Part of the Accounting Office's review and approval process is to ensure that the coding required by CALSTARS to generate transactions is complete. The Employee Profile for each employee contains the default coding provided by the agency in the 'calprofile.txt' file. This default coding may be overridden by the employee or the Accounting Office. If the default coding is used, verify:

UCM Object Code - When an expense item is selected, the predetermined corresponding Object Detail/Agency Object is provided. This Object Detail/Agency Object comes from the 'calobject.txt' file the agency previously created during implementation. This coding may be overridden by typing over the coding.

Amount - Verify the amounts claimed.

All other information used to generate transactions comes from the Employee Profile.

Fields that may be overridden:

Agency Name - If the ER will be paid by an agency other than the employee's agency, select the appropriate agency name.

Appropriation Coding - Select the appropriation account coding information from the list provided. This identifies the appropriation (including FFY) that will be charged for the expense.

Detailed Account Codes - To override the default detailed account codes, the 'Charge To' Account screen must be used. Each combination of codes must be given a unique name before they can be used. The available coding fields are (all coding must be left justified with no embedded spaces):

Field 1 - FFY - (Required) Enter the 4-digit FFY to be charged.

Field 2 - Index - (Required) Enter the 4-digit Index Code to be charged.

Field 3 - PCA - (Required) Enter the 5-digit PCA to be charged.

Field 4 - PCA Activity - (Optional) Enter the 4-digit PCA Activity to be charged.

Field 5 - Project/WP - (Optional) Enter the 8-digit Project/Workphase to be charged.

Field 6 - Ref Doc Nbr/Sfx - (Optional - not commonly used) Enter the 10-digit Reference Document Number/Suffix. These transactions do not post to the Document File; therefore, this is an agency-defined informational field.

Field 7 - Location - (Optional - not commonly used) Enter the 6-digit Location to be charged.

Field 8 - Multipurpose 1-10 - (Optional - not commonly used) Enter up to the first 10 digits of the Multipurpose code to be charged.

Field 9 - Multipurpose 11-12 - (Optional - not commonly used) If needed, enter the last 2 digits of the Multipurpose code to be charged.

Field 10 - Do Not Use

Field 11 - Do Not Use

Field 12 - Do Not Use

Other information used to build accounting transactions (these fields cannot be overridden):

SSN - The employee's social security number is stored in the CalATERS User Profile and transmitted to CALSTARS with each record in the Interface. It is used to lookup the employee's CALSTARS Vendor

Number. See the CALSTARS Table Maintenance for CalATERS Interface, Vendor Edit Table, section above for more information.

Transaction Date - The transaction date comes from the SCO Fiscal System. It is the date of the journal entry that posts the expense to the appropriation. In CALSTARS accounting transactions it is used as the Document Date. It is also used to determine the Fiscal Month of the generated batch (this eliminates reconciling items between the SCO Fiscal System and the CALSTARS appropriation accounts).

Journal Entry Number - All CalATERS expense payments are posted to the SCO Fiscal System using Journal Entry Number TERnnnnnnnn. In CALSTARS accounting transactions it is coded in the Current Document Number/Suffix field.

ER ID - Each expense reimbursement form is assigned a unique identification number (TEAnnnnnnnn) for tracking purposes. In CALSTARS accounting transactions it is coded in the Invoice Number field.

Travel Advance Recovery

The next step of the Accounting Office review, completion and approval process is to recover any outstanding travel advances. Verify/select the travel advance to be recovered and the amount to be recovered.

Payment of Expense Reimbursements

When the Accounting Office completes the review and approval of the expense reimbursement form, it is electronically submitted to CalATERS for payment. CalATERS interfaces directly with the SCO Fiscal System. The SCO Fiscal System issues warrants as follows:

- ✪ If an outstanding travel advance was recovered, the SCO Fiscal System issues a warrant for the amount that is recovered to reimburse the outstanding travel advance in ORF. The SCO mails this warrant to the Accounting Office. As explained below, the SCO warrant number is used for recording the accounting event in CALSTARS.
- ✪ CalATERS calculates the balance due to the employee. The balance due is the total ER less any recovered travel advances. The SCO Fiscal System issues a warrant to the employee for the balance due. The warrant is either mailed directly to the employee or deposited in the employee's payroll direct deposit account. This payment is assigned a journal entry number (TERnnnnnnnn). As explained below, this TERnnnnnnnn is used for recording the accounting event in CALSTARS.

Record Expense Reimbursements in CALSTARS

Once the agency's appropriation has been charged and warrants issued by the SCO, payment information is transmitted to CALSTARS via the CalATERS to Department Accounting Interface. CALSTARS uses the CalATERS payment information to build TC 242 accounting transactions. These transactions are batched and loaded to the online system for review and release by the Accounting Office. These batches are assigned Batch Type **XA**. There is a separate batch for each journal entry number.

To assist with the review of these batches, CALSTARS produces the following two reports. These reports are loaded to the agency's "ATER" ROPES Queue at the same time the batches are loaded to the online system.

CSBA20-1, Generated TC 242 Transactions From CalATERS (Exhibit XXII-8)
(Lists all the generated TC 242 transactions for the day.)

CSBA20-2, Agency Summary of TC 242 Transactions Generated (Exhibit XXII-9).
(Summary report that shows the total number of batches and records.)

Agencies should review these reports prior to releasing the batches. These batches have not been edited. However, if a Vendor Number/Suffix could not be found using the employee's SSN, the field is filled with 'CALATERSVN-00'. This will cause the transaction to post to the Error File, where it can be corrected by using a valid Vendor Number/Suffix.

Agencies may invoke online editing of transactions by recalling each transaction for a "Change" and pressing the Enter key. Alternatively, agencies may release the batches without recalling the transactions. Any errors may then be corrected through the normal Error Correction process.

Exhibit XXII-8

CSBA20-1 (DEST: A1 AQL1) *****
 CALSTARS DEPARTMENT OF AIR QUALITY
 04/23/2003 (06:00) *****
 REPORT
 ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

ER-ID/ INVOICE NBR	VENDOR NBR SX	DATE SUBMITTED	DATE APPROVED	<===== BATCH ID =====>													
BAT-SEQ	FFY INDX OD	AO PCA	PCAA PROJECT WP	CUR-DOC	SX REF-DOC	SX DOC DATE	LOCATION	MULTI-PURPOSE	TRANS AMOUNT								
TEA000000107 00001	EMPL000777 00 2002 1234 292	04-15-2003 45678	04-15-2003	04-23-2003	XA	001 10	04-21-2003			41.00							
				TER00012 65						41.00							
TEA000000111 00002	EMPL000368 00 2002 1234 206	04-15-2003 32000	04-15-2003	04-23-2003	XA	001 10	04-21-2003			17.50							
00003	2002 1234 292	32000		TER00012 65			04-21-2003			33.50							
										51.00							
TEA000000113 00004	EMPL000258 00 2002 1234 292	04-15-2003 45000	04-15-2003	04-23-2003	XA	001 10	04-21-2003			103.00							
				TER00012 65						103.00							
TOTALS FOR CUR-DOC/SX = TER00012 65										BATCH-ID 9990 04-23-2003 XA 001	BATCH COUNT:	4	BATCH AMOUNT:	195.00			

Exhibit XXII-9

```
CSBA20-2 (DEST: A1 AQL1) *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS  AGENCY SUMMARY OF TC242 TRANSACTIONS GENERATED  REPORT
04/23/2003 (06:00) *****
                                TOTAL BATCHES:      1    TOTAL RECORDS:      4
                                *****
```

***** ORG NUMBER: 9990
***** ORG PAGE: 1
***** RUN PAGE: 2

Record Recovery of Travel Advances

As explained above in the Payment of Travel Expense Reimbursements section, the SCO Fiscal System issues a warrant payable to the agency's ORF to repay the recovered advances. The CalATERS to ORF Interface transmits information related to the recovery of travel advances. This information includes the coding data from the original travel advance, the ER ID that the travel advance was recovered from, and the warrant number, amount and issue date. CALSTARS uses this CalATERS travel advance recovery payment information to build TC 279 accounting transactions. These transactions are batched and loaded to the online system for review and release by the Accounting Office. These batches are assigned Batch Type **XC**. CALSTARS creates a separate batch for each FFY and Fund Detail combination.

To assist with the review of these batches, CALSTARS produces the following two reports. These reports are loaded to the agency's "ATER" ROPES Queue at the same time the batches are loaded to the online system.

CSBA40-1, Generated TC 279 Transactions From CalATERS (Exhibit XXII-10)
(Lists all the generated TC 279 transactions for the day.)

CSBA40-2, Generated TC 279 Transactions Summary (Exhibit XXII-11) (Summary report that shows the total number of batches and records.)

Record Deposit of ORF Reimbursement Warrants

Recovered travel advances are deducted from expense reimbursements due to employees. The SCO Fiscal System issues a warrant in this amount that is payable to the agency's ORF. SCO mails this warrant to the agency. Typically, SCO issues a single ORF reimbursement warrant to the agency each day there is activity. Agencies must manually code and input a TC 178 transaction to record the deposit of the ORF reimbursement warrant. The Reference Document Number/Suffix of the TC 178 must match the Current Document Number/Suffix of the original TC 279 transaction that liquidated the advance and set up the "Due From Other Funds." (The Current Document Number/Suffix in generated TC 279 transactions contain the SCO Warrant Number followed by '0'.) Agencies may refer to the CalATERS Report 32, CalATERS to ORF Reconciliation, to identify which travel advances were recovered by the SCO warrant received by the department.

Exhibit XXII-10

CSBA40-1 (DEST: A1 AQL1) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS GENERATED TC279 TRANSACTIONS FROM CALATERS REPORT ORG PAGE: 1
 04/23/2003 (06:00) ***** RUN PAGE: 1

SEQ	FFY	DTL	FUND CALATERS TA ID	REF DOC-SFX	VENDOR-SFX	INVOICE	DOC DATE	CUR DOC-SFX	INDX	SUBSIDRY	TRANS AMOUNT	
BATCH ID: DATE: 03-20-2002 TYPE: XC NUMBER: 001 FM: 10												
1	2002	06	TAF000000107	08943718-20	EMPL000013-00	TEA000002343	04-23-2003	06936643-10		00010000	800.00	
2	2002	06	TAF000000107	08943823-10	EMPL000019-00	TEA000001236	04-23-2003	06936643-10		00010000	695.00	
3	2002	06	TAF000000108	08943846-20	EMPL0000314-00	TEA0000003264	04-23-2003	06936643-10		00010000	232.00	
4	2002	06	TAF000000108	08943826-20	EMPL0000314-00	TEA0000002463	04-23-2003	06936643-10		00010000	1,222.50	
5	2002	06	TAF0000000212	08943801-10	EMPL000018-00	TEA0000002643	04-23-2003	06936643-10		00010000	1,500.00	
											=====	
TOTALS FOR BATCH 04-23-2003 XC 001:											BATCH COUNT: 5	BATCH AMOUNT: 4,449.50
BATCH INFO: DATE: 03-20-2002 TYPE: XC NUMBER: 002 FM: 10												
1	2002	06	TAF000000113	08943898-20	EMPL000026-00	TEA0000003842	04-23-2003	06936643-10		00010000	200.00	
2	2002	06	TAF000000219	08943796-00	EMPL0000135-00	TEA0000002648	04-23-2003	06936643-10		00010000	95.99	
3	2002	06	TAF0000000222	08943801-20	EMPL0000189-00	TEA0000002458	04-23-2003	06936643-10		00010000	236.00	
4	2002	06	TAF0000000324	08943821-30	EMPL0000221-00	TEA0000002484	04-23-2003	06936643-10		00010000	1,213.00	
5	2002	06	TAF0000000339	08943810-00	EMPL0000073-00	TEA0000002568	04-23-2003	06936643-10		00010000	992.00	
6	2002	06	TAF0000000348	08943822-40	EMPL0000062-00	TEA0000002644	04-23-2003	06936643-10		00010000	782.50	
7	2002	06	TAF0000000449	08943826-20	EMPL0000183-00	TEA0000004698	04-23-2003	06936643-10		00010000	652.00	
											=====	
TOTALS FOR BATCH 04-23-2003 XC 002:											BATCH COUNT: 7	BATCH AMOUNT: 4,171.49

Exhibit XXII-11

```
CSBA40-2 (DEST: A1 AQL1) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
                                CALSTARS GENERATED TC279 CALATERS TRANSACTIONS SUMMARY REPORT ORG PAGE: 1
04/23/2003 (06:00) ***** RUN PAGE: 1
                                TOTAL BATCHES:      2    TOTAL RECORDS:     12
```

Rejected CALATERS to ORF Interface Data Report

CALSTARS performs data integrity edits on the CalATERS to ORF Interface Data received. Some of these edits validate that CalATERS internal mechanisms are working correctly. Other edits ensure that the agency has properly completed critical fields required for building transactions. If the data received does not pass the edits, the records that fail the edits are displayed on the CSBA15-1, Rejected CalATERS to ORF Interface Data Report (see Exhibit XXII-12). These records are not used to create financial transactions. Agencies must review these records to determine the proper disposition and create/enter transactions as appropriate.

Exhibit XXII-12

```

CSBA15-1 (DEST: A1 AQL1) *****
                                CALSTARS
04/23/2003 (06:00) *****

                                DEPARTMENT OF AIR QUALITY
                                REJECTED CALATERS TO ORF INTERFACE DATA
                                REPORT
                                *****
                                ORG NUMBER: 9990
                                ORG PAGE: 1
                                RUN PAGE: 1

TA ID      SCO ORF TA SUBMIT  TA APPROVE  TA AMOUNT  ----- ORF PAID CHECK -----
TC ID      DATE    DATE    FFY  INDX  TO BE PAID  NBR      DATE    AMOUNT  ERROR MESSAGE(S)
-----
                                RECOVERY  --- REIMBURSEMENT WARRANT ---
                                ER ID    AMOUNT    NBR      DATE    AMOUNT
-----
TAF000000101  X  AQ06  04-13-2003  04-14-2003  2002      929.00  069190764  03-17-2002  929.00  N22-SCO TC NOT M, T OR R
TEA0000001344  1,484.00  07051323  04-19-2003  3,473.80

TAF000000139  R  AQ    04-13-2003  04-14-2003  2002      940.00  069190789  03-15-2002  940.00  N23-INVALID ORF ID
TEA394023105  1,317.98  06976515  04-19-2003  1,317.98

TAF000000165  R  AQ00  04-13-2003  04-14-2003  02       941.00  069190799  03-15-2002  941.00  N24-INVALID FFY
TEA394023106  941.98  06976515  04-19-2003  227.00

```